



Sales Tax Exemption

Texas A&M University is exempt from state and municipal sales taxes under Chapter 20 Title 122A, revised Civil Statutes of Texas, for all purchases made for the exclusive use of Texas A&M.

Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
Aug 22, 2018	AB0386947	0
Contact instructions for questions regarding this Purchase Order: If Buyer Contact information is listed below, please contact the Buyer. If not, please contact the Customer.		
Buyer Contact:		
Buyer	Buyer Email	Buyer Phone Number
paw - Winkler, Patty	p-winkler@tamu.edu	979.845.4556
Customer Contact:		
Name:	Carletta Mcclenton	
Email:	CMCCLENTON@TAMU.EDU	
Phone:	+1 979-862-2856	

Order acceptance instructions:

Vendor guarantees that the products delivered or the services performed as a result of this Purchase Order will meet or exceed all specifications herein. Any exceptions to the pricing or the description contained herein must be approved by Texas A&M's Department of Procurement Services prior to shipping or performance. This Purchase Order is governed by the laws of the State of Texas and Texas A&M's Terms & Conditions, which are available online: <http://purchasing.tamu.edu/suppliers/bids-catalogue-tc-form/>

Supplier Information		Delivery Information	
Supplier Name	VARIDESK LLC	Delivery Address	
Address	117 WRANGLER DR STE 100 COPPELL, TX 75019 US	TAMUS Member:	02-Texas A&M University (02)
Phone	+1 972-538-4884	Attn	Carletta Mcclenton
FOB / FREIGHT	Destination	Financial Management	
Pre-Pay & Add	No	Operations	
Payment Terms	0, Net 30	GSC	
Contract Number - Header	<i>no value</i>	Suite	STE-3101
Contract Number - Line	<i>no value</i>	750 Agronomy Rd	
Quote number	Q-99783	6000 TAMU	
		College Station, TX 77843-6000	
		United States	
		Delivery Information	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

Notes to Supplier

Shipping Instructions

Note to Supplier

Furnish and Install as per TAMU Master Order C8020585 and Varidesk Quote #Q-99783.

Insurance Requirement - A certificate of insurance must be on file with Procurement Services prior to any work being performed on campus. Submit certificate of insurance with Texas A&M University listed as an additional insured party to the following:

Texas A&M University

Procurement Services
PO Box 30013
College Station TX 77842-3013

or via email to - p-winkler@tamu.edu

Attachments for supplier

Varidesk-Desks-Q9...

Installation Term...

Attachment A - In...

PO Clauses

Header	001	No Collect Freight Charges Accepted	Neither COD nor "Collect" freight or handling charges will be accepted.
	102	TAMU Terms & Conditions	Terms & Conditions - Texas A&M University -This purchase order is issued on behalf of Texas A&M University and is governed by the Terms & Conditions found online: http://purchasing.tamu.edu/suppliers/bids-catalogue-tc-form/ From this website please select "Texas A&M University" from the drop-down menu.

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 6	CubeCorner 36, Black (Sit/Stand Up Desk)	45007	EA	445.50 USD	2 EA	891.00 USD
2 of 6	CubeCorner 48, Black (Sit/Stand Up Desk)	45013	EA	445.50 USD	21 EA	9,355.50 USD
3 of 6	ProPlus 48, Black (Sit/Stand Up Desk)	49906	EA	445.40 USD	5 EA	2,227.00 USD
4 of 6	Dual-Monitor Arm (for Sit/Stand Up Desk)	48003	EA	175.50 USD	27 EA	4,738.50 USD
5 of 6	Single-Monitor Arm (for Sit/Stand Up Desk)	48002	EA	112.50 USD	22 EA	2,475.00 USD
6 of 6	Full Office Delivery & Installation	FOD10	LO	1,968.70 USD	1 LO	1,968.70 USD
Total						21,655.70 USD

Billing Information

To assure timely payment please e-mail invoices to the email provided in the bill to address. If the invoice is sent via email, please do not send a duplicate copy through the mail. Only if email is not an option then submit invoices to the billing address indicated in the "Billing Address" section. To inquire about electronic invoicing via cXML, CSV or PO flip through the supplier portal, e-mail abvendorhelp@tamu.edu.
Invoice must include the PO/Reference number shown above.

Billing Address

Texas A&M University-Accounts Payable
Do Not Mail Invoices
Email invoices to invoices@tamu.edu
750 Agronomy Road - Suite 3101
6000 TAMU
College Station, TX 77843-6000
United States